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69-4721

MEMORANDUM FOR: Director of Personnel  
 Director of Security  
 Director of Training  
 Director of Finance  
 Director of Communications  
 Director of Logistics  
 Director of Medical Services  
 Chief, Support Services Staff

SUBJECT : Inventory of Microform Systems and Equipment

1. The Agency's microfilming efforts have expanded into a variety of microforms, each with unique equipment and operating requirements. Recent developments in the information processing and operating requirements relating computers and microforms. Future systems for information processing will require compatible data, equipment, and procedures. To provide for these developments we must first review the systems and equipment now at hand. Then we can study our capabilities to determine a basis for the Agency's overall approach to the use of microforms.
2. In order to identify the resources available I have requested the Director of Logistics to conduct an inventory of the existing microform systems and equipment by organizational component and location. Your cooperation and assistance are requested to enable him to quickly acquire this information from each of your components.

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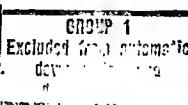
R. L. Bannerman  
 Deputy Director  
 for Support

DDS/SSS/RAB/ [REDACTED]:pr (14 October 1969)

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